DOMESTIC PROFIT OR NONPROFIT CORPORATION FILING CHECKLIST

Cover Sheet

- Attach a completed cover sheet to the filing.

Corporation Name

- Check name for availability - Use our Preliminary Name Search or call (602)542-3230
- Attach copy of Trade Name Certificate, or Declaration of Trade Name Assignee, or Declaration of Holder of Trade Name.

Certificate of Disclosure

- Check Box A or B. If B, attach required information.
- Check part C, Yes or No. If yes, attach required information.
- Affix signature(s) of all incorporators. Signatures must be dated within 30 days of delivery to the Commission.

Articles of Incorporation

- Indicate the proposed name of the corporation.
- Indicate initial business / affairs.
- Indicate number of shares of stock corporation will be authorized to issue, series, class and preference, if any (*profit only*).
- Indicate the street address of the known place of business in Arizona. May be in care of the address of the statutory agent (*if agent, cannot be a P.O. Box.*)
- Indicate the name and address of the statutory agent (*cannot be a P.O. Box.*)
- Indicate the applicable tax exemption code. (*Nonprofit only, optional*).
- Indicate the name(s) and address(es) of the initial board of directors. Minimum of one.
- Indicate the name(s) and address(es) of the incorporators (*minimum of one*).
- Indicate whether the corporation will or will not have members (*nonprofit*).
- Affix signatures of all incorporators.
- Affix signature of statutory agent (*acknowledge acceptance*).

Fees

- Attach check for filing fee. $60.00 (*profit*) $40.00 (*nonprofit*). Additional $35.00 for expedited services. Made Payable to the Arizona Corporation Commission.
- Execute check.

Publication

- You must publish a copy of your Articles of Incorporation in a newspaper of general circulation in the county of the known place of business in Arizona, for three (3) consecutive publications. Do not publish until documents have been approved.
- File Affidavit of Publication with the ACC.